



# Treasury Information Processing Support Services (TIPSS-2)

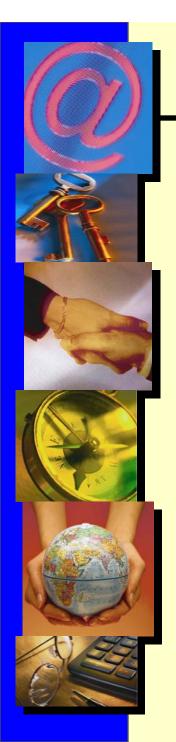
## **COTR Duties and Responsibilities**

Department of the Treasury, Internal Revenue Service Office of Procurement



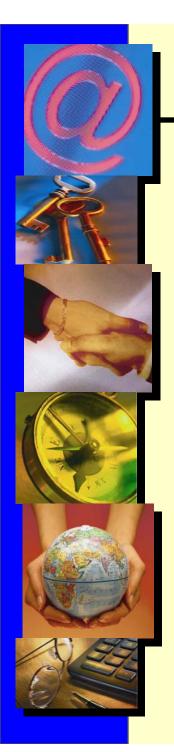
### **COTR Duties and Responsibilities**

- Reviewing Technical & Cost Proposals
- Clarifying Technical Requirements
- Assisting with Negotiations
- Developing Communications Paths
- Review & Understand Your Task
  Order/Contract
- Developing a Schedule of Deliverables
- Establishing Status Meetings
- Assuring Contractor has a Current Facility
  Security Clearance
- Assuring Contractor Work Space



### **COTR Duties and Responsibilities cont'd**

- Receiving, Inspecting & Accepting of Deliverables
- Maintaining a Contract Work File
- Evaluating the Contractor's Request for Travel
- Informing the Contracting Officer when a Contractor is Behind Schedule & Coordinating Corrective Action to ensure Contract Schedule



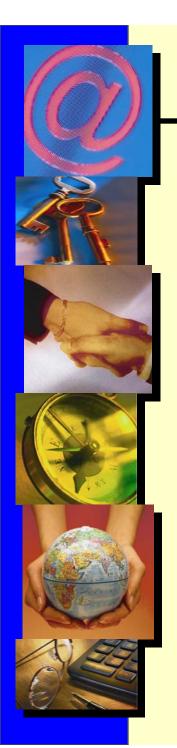
### **COTR Duties and Responsibilities cont'd**

- Monitoring the Contractor's Performance to ensure Performance is within the Scope of the Contract
- Reviewing Invoices and Monthly Status Reports of Work Completed, Cost Incurred, Hours Expended, and Issues Noted
- Establish & Track Milestones
  - Task Order Completion Date
  - Date Options to be Exercised
  - Date Funding Expires, etc.
- Conducting Closeout Procedures
  - Ensure that all GFE/GFI is returned or disposed
  - Collect Contractor badges and proximity cards
  - Ensure CO is aware of all unresolved issues
  - Review/approve any final deliverables/work products



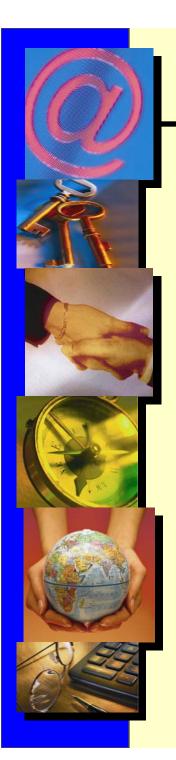
#### **COTR Task Order Notebooks/Folders**

- General Information
  - Contact sheet
  - COTR certification & appointment certification letter
- Requisition & Funding Documents
- Pre-Award Documents
- Task Order Award/Modifications
- Technical Evaluations/Proposals
- Correspondence
- Resumes
- Contractor Clearances Status Listing
- Reports
- Government Furnished Equipment/Information
- Vouchers
- Work Requests
- Deliverable Acceptance Forms
- Task Order Close-out



#### **Contractor Clearance - Basics**

- COTR determines if Contractor employee(s) will need staff-like access to IRS facilities and/or data if the contract period is expected to exceed 30 days
- For Badging appointments at NCFB, call 202-283-5704
- For Fingerprint appointments at NCFB, call 202-283-2777
- NBIC Contract Security Program Manager
  - Carol Baker, 859-647-3430, carol.baker@irs.gov
- COTR is responsible for ensuring funds are transferred to NBIC via a Financial Plan Change (FPC) in AFS
- COTR contacts NBIC to establish an account for the FPC transfer, the NBIC Budget Contact is: Arden Kaye Henderson (816-823-8688)



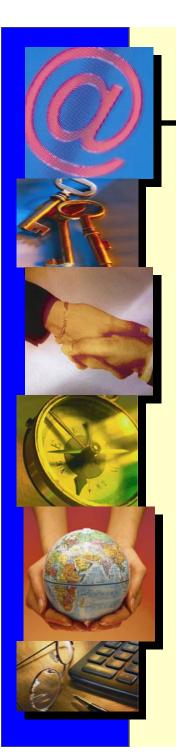
#### **Contractor Clearance Costs**

- Low Risk \$75, a.k.a., Basic Investigation, e.g., nongovernment work site (rarely used)
- Moderate Risk \$275, a.k.a., National Agency Check with Law and Credit (NACLC) – most common clearance for IRS contractor support personnel
- High Risk \$2,300, a.k.a., Background Investigation, e.g., system administrator
- Conversion investigations are also available...at reduced costs



### **COTR Training**

- COTR Training Certificate is valid for 3 years
- COTR classes are available through the Treasury
   Acquisition Institute (TAI) in Oxon Hill, Maryland. There is
   no cost for IRS personnel.
- Contact Diana Allison (202-283-1674, <u>diana.l.allison@irs.gov</u>) at TAI for further information on COTR Training and Re-certification.
- The TAI's web site, which has the course registration information, is located at <a href="http://awss.procurement.irs.gov/tai/index.htm">http://awss.procurement.irs.gov/tai/index.htm</a>



### **COTR Reference Tools**

TIPSS-2 Hotline: 202-283-1110

TIPSS-2 E-Mail: tipss@irs.gov

TIPSS-2 web site: <a href="http://tipss.web.irs.gov">http://tipss.web.irs.gov</a>

**TIPSS-2 Newsletter:** 

http://tipss.web.irs.gov/tipss2/newsletter.htm

TIPSS-2 LCOTR and CO Listing:

http://tipss.web.irs.gov/tipss2/tipssoffice.htm

- Contractor Clearance Contacts:
  - Web site address:
    <a href="http://awss.web.irs.gov/PersonnelServices/PersonnelSecurit">http://awss.web.irs.gov/PersonnelServices/PersonnelSecurit</a>
    y/NBIC/contractor.html
  - NBIC Point of Contact: Carol Baker, 859-647-3430, carol.baker@irs.gov